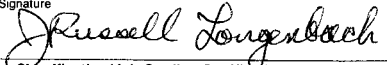
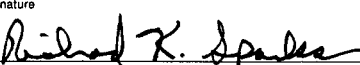



POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL08348	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Aberdeen Proving Ground, MD	
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1—Non-Sensitive <input type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 3—Critical Sensitive <input checked="" type="checkbox"/> 4—Special Sensitive <input type="checkbox"/>		13. Competitive Level Code 15 - 15	
14. Agency Use		15. Classified/Graded by		Official Title of Position		Pay Plan Occupational Code Grade Initials Date	
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review	
e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title) CHIEF, TIMO		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY	
a. First Subdivision ARMY MATERIAL COMMAND		b. Second Subdivision STRICOM		c. Third Subdivision PROJECT MANAGER FOR ITTS		d. Fourth Subdivision TEST INSTRUMENTATION	
e. Fifth Subdivision TEST INSTRUMENTATION MANAGEMENT OFFICE		Signature of Employee (optional)		Employee Review—This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor J. Russell Longenbach, Product Manager, Test Instrumentation		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Richard K. Sparks Deputy Project Manager, ITTS		Signature  26 Aug 92		Signature  26 Aug 92	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM PCS for GS-08p5 02/71 OPM EDGE PART II 08/66 OPM Pilot SUPVY GUIDE 07/91		Typed Name and Title of Official Taking Action Douglas R. Baker Colonel, Project Manager, ITTS		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature  31 Aug 92		23. Position Review		Initials Date Initials Date Initials Date Initials Date Initials Date		a. Employee (optional)	
b. Supervisor		c. Classifier		24. Remarks : THIS POSITION IS AT THE FULL PERFORMANCE LEVEL.		IS: 8888 APU: X2011	
25. Description of Major Duties and Responsibilities (See Attached)							

SUPERVISORY CONTROLS

Serves under the supervision of the Product Manager for Test Instrumentation (TI), who assigns broad program responsibility on a continuing basis and provides very general administrative supervision. Incumbent functions with a maximum degree of independence and is relied upon for satisfactory accomplishment of assigned responsibilities. Supervisor gives guidance in terms of changes to policy or guidelines to follow on matters not covered by established policy. Work is reviewed in terms of program accomplishment.

MAJOR DUTIES

Serves as the Chief of Test Instrumentation Management Office (TIMO) within the Project Manager (PM) for Instrumentation, Targets and Threat Simulators (ITTS), with responsibility for developing, implementing and managing significant non-major programs which are designed to establish throughout the Army a uniformly effective instrumentation support capability for current and long range future testing workload. The programs include instrumentation master planning; initiating research and development programs; and controlling instrumentation resources. Exercises responsibility for executing the development and acquisition programs for all Army major instrumentation. The programs provide a means for identifying projected areas of instrumentation deficiencies against very long range testing requirements, planning and accomplishing required actions to cope with instrumentation deficiencies, and establishing and defending increases to Army-wide instrumentation program funding levels. As manager for the multi-million dollar U.S. Army instrumentation procurement, research and development program, also exercises responsibility for technical decisions in the development, acquisition and utilization of instrumentation. The position requires a professional knowledge of electronics engineering as related to a variety of categories of instrumentation, such as mechanical, optical, electronic, and chemical, to manage the combined efforts of government and contractor personnel in executing the TIMO mission.

1. Develops, implements, manages and evaluates the PM ITTS programs for test instrumentation.

- a. Develops and/or directs the development of broad PM ITTS and Product Manager/TI policies, plans and objectives pertaining to the instrumentation program and disseminates to executing agents, test centers, and STRICOM for implementation. Provides guidance to executing agents, technical and operational test centers and AMC major subordinate commands with regard to the development of local policies

and plans and provides policy guidance as it pertains to specific projects under consideration.

b. Reviews, analyzes, and evaluates the accomplishments of assigned programs by review of reports, studies, projects, conducting In-Process Reviews (IPRs) and analyzing information provided by TIMO executing agents to assure that plans and schedules are in consonance with stated objectives and requirements. Studies, reviews and analyzes programs in effect at technical and operational test centers and AMC major subordinate commands; reviews plans and estimates prepared by requirements proponents and submitted to higher headquarters for approval. Identifies existing or potential problem areas and recommends or directs necessary corrective action or prevention measures. Reviews priority systems for procurement of instrumentation recommending approval or disapproval of planned expenditures, and reprogramming of funds as necessary. Maintains continuous contact with the Test and Evaluation Command (TECOM), Operational Test and Evaluation Command (OPTEC) and Test and Evaluation Management Agency (TEMA) to assure that programs are executed in accordance with Army policy and that programs support materiel test requirements. Assures that major instrumentation development and acquisition is properly executed through other government agencies by contract, government agencies by matrix support, or contractors. Implements specific management controls to measure and monitor the performance of government or contractor executing agents. Ensures that unwarranted duplication of instrumentation is avoided. In consonance with instrumentation customers, depends at the AMC, Headquarters Department of the Army (HQDA) and Office of the Secretary of Defense (OSD) reviews. Manages the preparation and presentation of materiel acquisition documentation to support materiel acquisition review of decisions at each program milestone.

c. Renders advice and assistance to Product Manager TI, PM ITTS, and key members of STRICOM staff on matters pertaining to assigned programs and associated objectives, problems, funding considerations. Leads visits to test centers and AMC major subordinate commands to provide technical advice and direction. Represents the Commander of STRICOM at IPRs, high-level conferences and other meetings with representatives of OSD, HQDA, AMC, other commands, and other agencies, as well as private industry, on matters pertaining to assigned mission programs. Serves on top-level advisory boards and committees. Maintains continuing cognizance of trends in multiple mission areas and apprises superiors of the need for new programs and presence of overlapping and/or nonessential activities, with recommended corrective actions.

d. Manages, for PM ITTS, the U.S. Army Test Facilities (TESTFACS) Register, including inputs from technical and operational test centers, laboratories, AMC major subordinate commands, and other OSD activities. Acts as a central U.S. Army authority on test facilities and test capabilities.

2. In addition to being responsible for assuring that an acceptable quality and quantity of work is performed, incumbent carries out the following authorities and responsibilities: plans work to be accomplished by subordinates; sets immediate priorities and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates, and gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit; makes recommendations for appointment, promotion, or reassignment of such positions. Hears and resolves complaints from employees; refers group grievances and more serious unresolved complaints to higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands; recommends other actions in more serious cases. Identifies developmental and training needs of employees; and provides or arranges for needed development and training. Is also delegated managerial authority to determine long-range work plans and schedules to implement the goals and objectives of the subordinate program segment organizational unit, activity, or function managed. Is also responsible and accountable for meeting goals, objectives, and deadlines set by higher management. Representative managerial tasks include many of the following: determines resource needs, allocates resources, and accounts for their effective use; determines the need and develops plans for organizational changes which have considerable impact, such as those affecting basic structure, operating costs, or key positions; considers a broad spectrum of factors when making decisions, including public relations and policy, Congressional relations, labor-management relations, economic impact, and effect on other organizations; coordinates program efforts with other internal activities, or with the activities of other agencies; assesses the impact on the organization's programs of substantive developments in programs and policies in other parts of the agency, in other government entities, and in the private sector; sets policy for the organization managed in such areas as program emphasis and operating guidelines, and communicates policies and priorities throughout the organization managed; makes decisions on personnel policy matters affecting the organization managed, such as personnel actions involving key subordinate employees, employee grievances, work force reductions, and adverse actions; and delegates authority to subordinate supervisors to direct their work units and employees, and monitors the performance of their organizational units in accomplishing the assigned workload.

Performs other duties as assigned.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 08348

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."